



nam-mic

holding (pty) ltd

Namibia Mineworkers Investment

Holding Company (Pty) Ltd

ADVERTISEMENT OF VACANCY:

MANAGER: INVESTMENT & ADMINISTRATION

Nam-mic Holding is a commercial arm of the Mineworkers Union of Namibia and the company wishes to recruit a **MANAGER: INVESTMENT & ADMINISTRATION**. The prospective incumbent will report to the Chief Executive Officer.

1. PRIMARY PURPOSE OF THIS POSITION

The Manager: INVESTMENT & ADMINISTRATION will be responsible for the administrative, financial and investment functions of the Company.

2. KEY PERFORMANCE AREAS (KPA'S)

2.1 INVESTMENT

- Management of well diversified Private equity portfolio
- Identification of investment opportunities and presentation of proposals
- Financial analysis of business proposals
- Investment analysis for dis-investment and /or increased shareholding
- Determine and propose funding proposals best suited to return/risk profile of each investment
- Technical support for Board representation at subsidiary and associate companies
- Continuous liaison with management of companies within the portfolio
- Value addition and business development

2.2 ADMINISTRATION

- Control and administration of investments
- Revision and adherence of corporate and investment strategies
- People Management and development
- Provide professional client service

2.3 FINANCE

- Maintain control and financial discipline of the organization
- Effective and efficient supervision of finance functions
- Preparation of periodic financial and management accounts and reporting
- Assist with budget planning and control

Competencies

- Business Acumen
- Creative and innovative
- Analytical and conceptual
- Client focused
- Ability to work well under pressure
- Ability to operate independently on a high level
- Interpersonal sensitivity
- Detail and quality conscious

Experience/Knowledge & Skills

- Minimum of 5 years experience in Senior Management position, particularly in an investment environment.
- Proven working knowledge of business models and strategy
- Private Equity and corporate finance exposure
- Strong financial background and understanding of Investment activities
- Computer literate
- Good negotiating skills
- Effective presentation and interpersonal communication skills

Qualifications required

- A relevant B-degree in Finance and Investment Management/ or an equivalent qualification in Business Management

In return NAM-MIC offers a competitive remuneration package and excellent benefits which includes Medical Aid, Pension Fund, Car and Housing Allowance etc.

If you are in possession of the abovementioned qualifications and meet the relevant requirements, forward your application and CV with certified copies of your qualifications to:

THE CHIEF EXECUTIVE OFFICER
 NAMIBIA MINEWORKERS INVESTMENT HOLDING COMPANY
 P O BOX 2364
 WINDHOEK, NAMIBIA

Enquiries: Ms Lauren Vries at 061-388 006

CLOSING DATE FOR APPLICATIONS: Friday 28 November 2011 at 14h00

NB. Only shortlisted candidates will be contacted for an interview. Faxed or e-mailed documents will not be accepted.

